



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. **For Use with FPPS Only – Do Not Send Hardcopy to SPO**
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Gayle L. Jefferson Employee ID #: (b) (6)
Position Title (optional): Supvy Facility Operations Specialist PP-Series-Grade (optional): GS-1640-15
Organization (optional): OMS/ARM/OA/FMSD (HAA00000)

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based) ☐ Group Cash Award
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☒ Time Off Award

Total Amount of Award (\$): \$3,300.00 AND/OR Total Number of Hours: 27.00

Type of Benefits on which the award is based (Cash awards only): ☒ Tangible Benefit ☐ Intangible Benefit
Value of Benefit: ☐ Moderate ☐ Substantial ☐ High ☒ Exceptional
Extent of Contribution: ☐ Limited ☒ Extended ☐ Broad ☐ General

Narrative Justification for Award:

Gayle is the Division Director for the Facility Management and Services Division (FMSD). Her responsibilities span facilities and security operations/services, safety & health and transportation services at HQ.

Gayle is the Division Director of a very demanding position in the Office of Administration. Gayle routinely engages with HQ stakeholders and makes it a priority to demonstrate what great customer service looks like. Over the past year Gayle has responded to numerous building emergencies, foul smells and occasional pest issues, and does so with courteous smile and resolve to make things right. In addition to these daily occurrences, Gayle has begun a colocation effort to closeout the lease of the Potomac Yard facility. Hundreds of employees of our building in Potomac Yard will return to the Federal Triangle. This activity will result in the release of thousands of square feet of leased space, with an annual rent avoidance of over \$11M.

Gayle and her team are the go-to organization, handling the most delicate of situations – constantly receiving kudos for their prompt services and attention to details. Gayle's strong rapport with her management team, and staff has allowed her and her team to make positive and lasting changes throughout FMSD.

Gayle is an effective leader and is making lasting changes in FMSD. Her institutional knowledge of the organization and resolve are key to future successes of OA and FMSD.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.